



THE COUNTY OF SHASTA

www.co.shasta.ca.us/departments/personnel
INVITES APPLICATIONS FOR

DISTRICT ATTORNEY'S INVESTIGATOR

\$3,479 - \$4,441 Approximate Monthly / \$20.07- \$25.62 Approximate Hourly

Negotiations Concerning Salary Increases are in Progress

(ADDITIONAL COMPENSATION FOR INTERMEDIATE/ADVANCED POST CERTIFICATE AFTER 6 MONTHS
OF SUCCESSFUL EMPLOYMENT)

**SEE REVERSE FOR IMPORTANT REQUIRED SUPPLEMENTAL QUESTIONS, AND IMPORTANT
APPLICATION AND SELECTION INFORMATION**

FINAL FILING DATE: May 15, 2006

ABOUT THE POSITION

Under direction, to personally participate in the detection and investigation of fraud, and all criminal matters submitted to the District Attorney's Office; assist in Grand Jury investigations; and to perform related work as required. This class is assigned the responsibility of performing all investigative activities relating to welfare fraud, criminal prosecutions, and all incidences referred to the District Attorney for investigation. Duties may include: Investigates suspected welfare fraud, child abduction, officer involved shootings, internal matters, other fraud and criminal cases; interviews suspects, witnesses, and victims; obtains statements, documents, and related factual material; obtains and preserves evidence; requests complaints, arrest warrants, search warrants, and executes search warrants and serves warrants of arrest; prepares detailed reports of investigations; testifies in court concerning the investigations; testifies at Grand Jury sessions and inquests; serves subpoenas.

QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: methods and techniques of crime and criminal investigation; principles of identification, preservation and presentation of evidence; laws related to search and seizure and arrest; rules of evidence and court procedures; techniques of interviewing; the Penal Code; the Welfare and Institutions Code; the Civil Code; the Family Code; and the Code of Federal Regulations.

Ability to: gather, assemble, analyze and evaluate facts and evidence and draw logical conclusions; obtain information through interview and interrogation; analyze and evaluate statements of witnesses or suspected violators; conduct interviews and investigations effectively; prepare comprehensive reports and correspondence; and establish cooperative working relationships with those contacted in the course of work.

The above employment standards are typically attained with five years of police experience, with three years assigned to a patrol unit and one year assigned to an investigative unit. Skills or experiences listed under the Ideal Candidate statement may also be used to screen applications.

SPECIAL REQUIREMENTS: Possession of an appropriate California driver license and an acceptable driving record according to County policy, and a current Basic California POST certificate.

IDEAL CANDIDATE

The ideal candidate will have seven years of law enforcement experience including three years of patrol responsibilities and two years assigned to an investigation unit. Prefer possession of Intermediate POST certificate.

OTHER CONSIDERATIONS

Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.

The County has adopted a mandatory drug and alcohol testing policy for all individuals offered employment. All individuals offered employment with Shasta County must pass a pre-employment physical examination that includes drug and alcohol testing.

In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.

Positions in this classification are covered by a collective bargaining agreement between the County and the Deputy Sheriff's Association (DSA), which requires employees to pay dues or a representation fee.

Employees in this classification are covered under the 3% @ 50 CalPERS retirement program. Employees contribute 9% of their pay to this plan for their first 5 years of employment with the County unless laterally transferring directly from another law enforcement agency and are vested in CalPERS.

APPLICATION & SELECTION PROCEDURE

IMPORTANT! Responses to the following supplemental questions must be submitted with the completed County application form:

1. Detail your experience as a police officer. Include the dates you were assigned to patrol and your specific duties while in patrol. Also list the dates that you were assigned to an investigative unit and your specific assignments during that period (investigations done in patrol are not to be considered as time spent in an investigative unit).
2. Give complete details regarding POST classes, certificates, and your current status with POST.
3. Describe the most serious or interesting case that you have worked. Indicate your role in the investigation, other agencies involved, the case results, and any interesting techniques or scientific examinations that were done.
4. What was the last date that you were employed as a peace officer and what was your assignment at that time.
5. Describe the number and type of search warrants where you were the affiant.

Applications and answers to the supplemental questions will be accepted in the County Human Resources Office until 5:00 p.m., May 15, 2006. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***Incomplete applications will not be processed. It is not acceptable to complete the application with statements like, "See/Refer to Resume," or "See Attached."*** Closing date postmarks or faxes are **NOT** substitutes for the County's receipt of materials by the due date. This recruitment will establish a new list. Prior applicants must reapply to be considered.

Applicants are encouraged to apply on-line at www.co.shasta.ca.us/departments/personnel.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to County Human Resources by the filing deadline posted on this bulletin.

Shasta County does not discriminate on the basis of disability in access to its programs or facilities, or regarding employment. Questions or complaints? Need an alternate format for this publication or aid or assistance for effective communication? Contact Joann Davis at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345."

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Shasta County Human Resources

1450 Court Street, Room 348 - Redding, CA 96001-1676

(530) 225-5515

www.co.shasta.ca.us/departments/personnel